

## **EMPLOYMENT ANNOUNCEMENT**

Wasatch County Parks & Recreation SSD seeks full-time Parks and Recreation Director. Grade V \$142,417-\$182,312 plus competitive benefit package. This position reports to the Wasatch County Council acting as the SSD Board and also in coordination with department's advisory board aligning department's goals, mission, and services. The Director oversees planning, organization, direction, and controls of expanding facilities and activities of the Parks and Recreation Department. Develops and implements policies, procedures, and practices to accomplish objectives and maintain programs for the department. Bachelor's degree in Recreation Management, Business or Public Administration and Five (5) years of professional experience in a closely related field. Three (3) years which must be at a Parks and Recreation Department management level OR an equivalent combination of education, training, and/or experience substituting each one (1) year of post-secondary education/training for six (6) months of experience. Wasatch County Applications and complete job description are available from the Wasatch County Personnel Office 55 S 500 E Heber City or online at: [www.wasatchcounty.gov/employment](http://www.wasatchcounty.gov/employment) Completed applications with Resume must be submitted to the Personnel Office at the above address or emailed to: [personnel@wasatch.utah.gov](mailto:personnel@wasatch.utah.gov) by 5:00 PM, Friday, June 27, 2025. Wasatch County Parks and Recreation SSD is an EOE.

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### **WASATCH COUNTY PARKS & RECREATION SSD JOB DESCRIPTION**

TITLE: Parks and Recreation District Director  
GRADE NUMBER: V \$142,417-\$182,312  
EFFECTIVE DATE: November 2, 2001 Revised 5-2025  
DEPARTMENT: Parks and Recreation SSD

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#### **JOB SUMMARY**

Position reports to the Wasatch County Council acting as the SSD Board and also in coordination with department's advisory board aligning department's goals, mission, and services. The Director oversees planning, organization, direction, and controls of all expanding facilities and activities of the Parks and Recreation Department.

#### **STEP AND GRADE CHARACTERISTICS**

This is a department head classification level.

#### **ESSENTIAL FUNCTIONS**

Oversee performance of the department in conformance with objectives, plans, schedules, and budgets. Implements necessary corrective action.  
Researches and recommends programs, policies, and administrative techniques for the most economical and effective operation of the department that includes parks, rec center, events center facilities, structures, and outdoor areas.  
Contact officials of County, State, and Federal agencies for assistance in intergovernmental agreements and grants.

Work in a collaborative effort with inter-governmental coordination and strategic partnerships in planning, and public engagement to include attending frequent community meetings. Prepares and presents regular reports and makes presentations as required.

Makes staffing decisions within the department with the help of the Personnel Director, including hiring, training, performance evaluation, scheduling of workload, and retention of assigned personnel.

Responds to public inquiries to investigate and resolve complaints or refer to appropriate individual or department for resolution.

Conducts short-term and long-range planning of department activities and services.

Schedules and assigns division directors in accordance with project or program requirements. Supervise in-progress work to assure assignments in proceeding effectively and on schedule. Take appropriate action to eliminate disruptions, conflicts, and associated delays.

Prepares and presents annual district budget and give updates as needed. Monitors and controls expenditures.

Administers and supervise recreation programs to ensure conformance with objectives, community expectations, and applicable laws and regulations.

Supervises the maintenance of Parks and Recreation facilities including buildings, parks and lawns, arenas, and other public areas.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

**Knowledge of:** laws, codes, rules, and regulations governing the position; management principles and practices as they pertain to parks and recreation programs; the principles and practices of local government; modern supervisory techniques, basic English composition, spelling, and grammar; budget preparation and administrative processes including grand writing procedures; the operation, functions, and terminology common to the district's work performed. **Skill in:** dealing with stressful situations firmly, tactfully, and with respect for individual rights; observing and remembering details; preparing clear, concise, and informative reports and presentations on a variety of complex subjects, finding solutions to highly complex problems and organizing assigned work and developing effective work methods, conducting confidential investigations and in handling sensitive issues. **Ability to:** conduct oneself ethically and continually demonstrate high moral character, drive motor vehicles in a safe manner, recognize potential and actual dangers and determine proper courses of action, plan, organize, and direct major staff functions and operations, perform work with speed and accuracy, evaluate programs and procedures, exercise independent judgement while evaluating situations and in making determinations, maintain a high level of discipline and morale in the department, communicate effectively both verbally and in writing, deal with the public in a pleasant, courteous, and calm manner in all circumstances, perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow coworkers, customers, and the general public, demonstrate a high level of commitment to the principles of customer service.

**PHYSICAL DEMANDS**

Typically sit at a desk or table. Occasionally walk, stand, or stoop. Occasionally lift, carry, push, pull, or otherwise move objects weighing up to 50 pounds. Use tools or equipment with a high degree of dexterity. Work for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**LICENSE/CERTIFICATION**

A valid State of Utah Driver's license.

**WORKING CONDITIONS**

Work is performed in an office, library, computer room, or other environmentally controlled room. Work is occasionally performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Position may also include exposure to high stress situations or environments, including contact with the public and/or employees in confrontational or emotionally charged circumstances.

**EDUCATION AND EXPERIENCE**

Bachelor's degree in Recreation Management, Business or Public Administration and Five (5) years of professional experience in a closely related field. Three (3) years which must be at a Parks and Recreation management level OR an equivalent combination of education, training, and/or experience substituting each one (1) year of post-secondary education/training for six (6) months of experience.

**\*\*This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**